The City Council of the City of St. Charles welcomes you to its
Regular Meeting of Tuesday, February 26, 2019 at 6:00 p.m.
at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
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<td>2. Pledge of Allegiance</td>
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<td>3. Approval of the Agenda</td>
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<td>4. Notices and Communications –</td>
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<td>5. Review of Financials</td>
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<td>6. DMC Discussion</td>
<td>INFORMATION</td>
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<tr>
<td>7. Ordinance #608 Map Amendment-Christie (2nd Reading)</td>
<td>APPROVE</td>
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<tr>
<td>8. Revolving Loan Request</td>
<td>APPROVE</td>
</tr>
<tr>
<td>10. 2019 SEMCAC Low Income CIP Plan</td>
<td>APPROVE</td>
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<tr>
<td>11. City Accountant Recommendation</td>
<td>APPROVE</td>
</tr>
<tr>
<td>12. Fulltime Police Officer Recommendation</td>
<td>APPROVE</td>
</tr>
<tr>
<td>13. Resolution #06-2019 Adopt Winona Cty All-Hazard Mitigation Plan</td>
<td>APPROVE</td>
</tr>
<tr>
<td>15. Board of Equalization—April 10, 2019</td>
<td>APPROVE</td>
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</tbody>
</table>

**UNSCHEDULED PUBLIC APPEARANCES:** Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT
MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, February 26, 2019

6. DMC Discussion. A representative from the Destination Medical Center Economic Development Agency may be present to provide an update to the Council. Dependent on availability, the discussion may need to be tabled to a later date.

7. Ordinance #608 Map Amendment—Christie (2nd Reading). The proposed ordinance along with the Findings and Conclusions are included for consideration.

8. Revolving Loan Request. Enclosed is a Request For Council Action from the EDA regarding a Revolving Loan for consideration.


10. 2019 SEMCAC Low Income CIP Plan. Enclosed is a revised Conservation Improvement Plan with our SEMCAC partner for consideration.

11. City Accountant Recommendation. Staff continues to work through the process and hopes to make a recommendation Tuesday evening.


13. Resolution #06-2019 Adopt Winona County All-Hazard Mitigation Plan. Anne Morse with the Winona County Planning & Environmental Services requests adoption of the enclosed resolution as a final step with the All-Hazard Mitigation plan update.

14. Resolution #07-2019 Support of Second Passenger Rail Funding. As St. Charles is a member of a coalition exploring the opportunity for passenger rail transit in our area, a resolution requesting support for funding of a second passenger train has been requested of the member cities. The proposed resolution is included for consideration.

15. Board of Equalization Meeting Date—April 10, 2019. Notice has been sent for publication for the April 10, 2019 Board of Equalization meeting. Approval of the date is recommended.
CITY OF ST. CHARLES

ORDINANCE #608

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA
AMENDING ST. CHARLES ZONING DISTRICT TO REFLECT AN AMENDMENT OF
THE ZONING MAP AND THE A-1 AGRICULTURE DISTRICT

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. That the following described real property located within the city limits of the City of St. Charles, County of Winona, State of Minnesota, be rezoned from A-1 (Agriculture) to R-1 (Single Family Residential District): Owners, Dan and Jill Christie. See Attached Exhibit A and B, Winona County, Minnesota.

Section 2. That the zoning map be changed accordingly.

Section 3: This Ordinance shall take effect thirty days after its publication.

Adopted this 12th day of February 2019 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

First Reading:

Date: ________________

Ayes: __________________________
Nays: __________________________
Absent: _________________________
Abstain _________________________

Second Reading:
FINDINGS AND CONCLUSIONS

WHEREAS, the Planning Commission after review, made a favorable recommendation to the St. Charles City Council for a rezone designation for certain parcels from the A-1 Agriculture District to the R-1 (Single Family Residential) for property owned by Dan and Jill Christie at 302 20th Street; and

WHEREAS, notice of this public hearing before the St. Charles Planning Commission of the City of St. Charles, Minnesota, was duly noticed pursuant to City Code §152.47; and

NOW, THEREFORE, the St. Charles Planning and Zoning Commission, based upon the evidence presented at said hearing, make the following:

FINDINGS FOR MAP AMENDMENT

1. That the property at issue (Subject Property) located at 302 20th Street in the City of St. Charles, Minnesota, is approximately 14.28 acres, and is legally shown and described in Exhibit A which is attached hereto and incorporated herein by reference.
2. That the Subject Property is owned by Daniel R. Christie and Jill C. Braun and is currently zoned A-1 (Agriculture District) and the Planning Commission has recommended rezoning certain parcels of the property to R-1 (Single Family Residential).
3. Given the history of the use of the two existing home that abuts the R-1 (Single Family Residential), the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.
4. The proposed plan and use would not negatively impact property values.
5. The proposed plan does not constitute spot zoning.
6. Potential future development would more closely resemble the adjacent R-1 (Single Family Residential) District in terms of structures and use.
7. The current and proposed infrastructure would complement the future R-1 zoning designation.
8. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.
9. The proposed rezoning is both reasonable and consistent with the City’s comprehensive plan.
Proposed Zoning Change (A-1 to R-1)
ST. CHARLES
REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 26, 2019 General: X
Department: EDA
Item Requested: Approval of Revolving Loan Fund Request #01-19

Summary of the Issue
An application was submitted to the Revolving Loan Fund for $25,000 for down payment assistance to purchase the Cabin Coffee.

Background
The applicants would like to purchase and retain the Cabin Coffee in St. Charles.

Based on the Revolving Loan Committee’s review of the documentation, the Committee recommended approval to the full EDA Board at their meeting February 22, 2019 contingent upon collateral security being determined. The EDA moved to approve a recommendation with the same conditions to City Council for the request.

Funding
Approval will require $25,000 from the Revolving Loan Fund. Council action will serve to authorize the loans. Loans will be structured as a 10 year loan at an interest rate of 4%.

Recommendation
The EDA approved by motion, the following recommendations:
1. To approve Request #1-19 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.
St. Charles 2019 CIP Plan

This document serves to outline the primary activities and timeline for Franklin Energy Service’s (FES) implementation services for the City of St. Charles Conservation Improvement Program (CIP) in calendar year 2019. The plan is divided into multiple tasks, defined below and detailed in the attached project timeline spreadsheet.

2019 Savings Goal Achievement

For 2019, we estimate that the City’s 1.5% savings goal is equal to 323,000 kWh. The following information is not offered to criticize the City’s budgetary decisions, but merely to set expectations: achieving this goal will be difficult with the $3,000 per customer cap in place, as the cap will limit the savings potential from large commercial/industrial projects that are necessary to achieve this goal. The volume of smaller commercial/industrial projects would have to dramatically increase in order to achieve the goal, which is unlikely to happen.

Task 1: CIP Planning, Development, and Reporting

In January of 2019, we will work with City staff to compile CIP results from 2018 in a format consistent with State reporting requirements, and prepare a summary presentation for the February City Council meeting. A representative from Franklin Energy will be available to present the summary to the Council. Planning for 2019 was shifted to occur in Q4 of 2018. This same pattern will be followed in 2019, so that planning for 2020 will occur in Q4 of 2019. FES will discuss the City’s overall CIP strategy with the City Administrator and outline specific strategies for ensuring the program continues to meet State requirements while balancing fiscal constraint, customer service and energy savings goal achievement.

Included in this activity is reviewing prescriptive rebate offerings, both residential and commercial, consisting of 1) identifying new rebate offerings, 2) identifying rebates that are obsolete and should be dropped, and 3) comparing rebate levels to other utility offerings, current equipment prices and then updating accordingly. After this activity is completed, we will update the program’s deemed savings database to ensure that the energy savings assumptions for each measure are consistent with the Minnesota Technical Reference Manual and any federal or state energy codes and standards, as applicable.

We also intend to conduct a mid-year review in July 2019 to assess spending versus budget and energy savings progress.

TIMELINE:

- 2018 Summary Report and City Council Presentation: February 2019
- 2019 Mid-year Review: July 2019
- 2020 Planning, Rebate Review, and Deemed Savings Update: October – December 2019

Task 2: Rebate Application Reviews

This task involves the use of Franklin Energy staff to review prescriptive and custom rebate applications, by request from City staff, to determine rebate eligibility and proper classification. As in 2018, we will track commercial rebates and prepare a tracker spreadsheet for use by the City to track residential rebates. Additionally, we will arrange for post-inspections any commercial projects where site-specific
parameters are needed to verify savings.
In addition, Franklin Energy will perform engineering reviews of custom projects in order to quantify and document energy savings and project information prior to any rebate offers being approved by St. Charles. Thorough project documentation and accurate savings calculations are very important in the case of a custom project audit by the Minnesota Department of Commerce.

**TIMELINE: Ongoing**

**Task 3: Customer and Trade Ally Marketing and Education**

This task involves marketing and educational activities via print, social media, direct mailings, and direct customer engagement. Activities will include:

1. Direct mail updated rebate flyers to local trade allies in January 2019 with offer to contact us with any questions.
2. Use of Facebook or other social media channels to distribute quarterly educational pieces to St. Charles residents on energy-related topics including rebate offerings.
3. Use of social media, flyers, and direct outreach to promote residential and commercial energy assessments (see Tasks 4 and 5) and rebate offerings.

**TIMELINE:**
- Distribute updated residential and commercial rebate information: **January**
- Quarterly social media posts on energy tips, rebates: **Ongoing**
- Energy assessment and rebate promotions: **Ongoing**

**Task 4: Commercial and Industrial Services**

This task involves helping commercial and industrial customers to become more energy efficient and utilize City rebates where applicable. Services include reviewing construction drawings and specifications, complimentary compressed air leak assessments, walk-through energy assessments, discussions with customers and trade allies on potential projects, engineering reviews of project proposals, and assistance with prescriptive and custom rebate applications.

These services will be offered in response to customer or trade ally requests. However, we intend to proactively reach out to Excel Manufacturing (a 2017 assessment recipient with large potential savings opportunities) to offer a compressed air leak survey, which can be leveraged to discuss other efficiency opportunities such as lighting upgrades. We will also review our records to identify businesses that received an energy assessment from us in the past, but haven’t acted on the recommendations. For these customers, we will send “refresher” reports with updated pricing estimates and incentive levels to remind them of the opportunities.

**TIMELINE:**
- Excel Manufacturing compressed air/energy assessment: **Q1**
- Refresher reports: **Q1, Q2**

**Task 5: Residential Energy Assessments**

Franklin Energy will target completion of 20 comprehensive energy assessments for St. Charles utility...
2019 City of St Charles CIP Plan

customers. We will work with the City to direct this offer toward customers who are behind on their electric bills. Energy assessment components will include:

- Energy use analysis (via billing history provided by City with customer permission)
- Walk-through energy assessment of electric and gas equipment
- Attic and wall insulation inspection
- Customer report describing energy saving opportunities and recommendations
- Leave-behind materials (rebate flyers, rebate applications, educational pieces)
- Customer education on saving energy and City rebates

In addition, each assessment will include the direct installation of energy saving items with the customer’s permission:

- LED bulbs (replacing halogen or incandescent bulbs)
- High-efficiency showerhead, faucet aerators, and pipe insulation (if electric water heater)
- 1-2 advanced power strips

The assessments and direct install items will be offered free of charge to St. Charles customers. As in 2018, Franklin Energy will cover the cost of the direct install items.

TIMELINE:
- TBD, assessments will be scheduled in 3-4 blocks throughout the program year.

Task 6: Elementary Energy Efficiency

Franklin Energy will continue to offer an Elementary Energy Efficiency program whereby we present to students on sources of energy and the importance of energy conservation. Up to one full day of presentations will be offered with a follow-on pizza party (see below).

Each participating student will be given a kit of energy saving items (LED bulbs, etc.) to install in their home and asked to complete a worksheet listing the quantity of each item installed. If 90% or more of the class returns the completed worksheet, they will win a pizza party. Franklin Energy will calculate the energy savings from the installed items using deemed savings.

The kit contents will be determined in collaboration with the City Administrator; pricing varies based on content. The cost of the kits will be invoiced to the City and the City will cover the cost of the pizza party.
CITY OF ST. CHARLES
2019 RESIDENTIAL ENERGY EFFICIENCY REBATE APPLICATION

APPLICANT (OWNER/DEVELOPER) INFORMATION

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Address</td>
<td>City</td>
</tr>
<tr>
<td>Mailing Address (if different from installation address)</td>
<td>City</td>
</tr>
<tr>
<td>Contact Phone Number (with area code)</td>
<td>Email</td>
</tr>
</tbody>
</table>

CONTRACTOR INFORMATION (IF APPLICABLE)

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
</tr>
<tr>
<td>Phone</td>
<td>Email</td>
</tr>
</tbody>
</table>

TOTAL REQUESTED REBATES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>REBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting</td>
<td></td>
</tr>
<tr>
<td>Heating and Cooling</td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Appliances</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

MAIL OR DROP OFF APPLICATION IN PERSON AT:
City of St. Charles
830 Whitewater Ave
St. Charles, MN 55972

TERMS AND CONDITIONS
1. Qualifying equipment must be installed on property served by St. Charles municipal electric utility and is subject to inspection.
2. Rebate offers apply to new equipment only. Reconditioned, refurbished, or second-hand equipment is not eligible for a rebate.
3. Attach itemized receipt or invoice for qualifying equipment including the following information:
   - Store or contractor name
   - Date of purchase or installation
   - Make/model of qualifying equipment
   - Price of qualifying equipment
4. Attach yellow tag showing ENERGY STAR emblem if applicable.
5. Attach building permit for heating and cooling equipment where noted.
6. Application must be submitted no later than 6 months from the purchase date. Paperwork submitted after January 31, 2020 will fall under 2020 program rules and rebate levels.
7. Rebates are subject to program fund availability and are not guaranteed.

QUESTIONS? CALL CITY HALL AT (507) 932-3020
**LIGHTING REBATES**

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>REBATE</th>
<th># OF BULBS OR FIXTURES</th>
<th>TOTAL REBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED Bulbs (up to 15 Watts)</td>
<td>$5 per</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Bulbs (16 Watts or greater)</td>
<td>$10 per</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Light Fixtures</td>
<td>$20 per</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HEATING AND COOLING REBATES**

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>REBATE</th>
<th># OF UNITS OR TONS</th>
<th>TOTAL REBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Air Conditioners (&gt;14 SEER)*</td>
<td>$100 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central A/C Tune-ups</td>
<td>$50 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air-Source Heat Pumps (&gt;14 SEER)*</td>
<td>$150 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geothermal Heat Pumps*</td>
<td>$200 per ton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini-Split Ductless Heat Pumps*</td>
<td>$200 per ton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Furnaces (&gt; 94% AFUE)*</td>
<td>$75 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat Pump Water Heaters*</td>
<td>$200 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programmable Thermostats (not eligible in new homes)</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Smart Thermostats</td>
<td>$50</td>
<td></td>
<td></td>
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</tbody>
</table>

* Building permit required prior to approval

**ENERGY STAR® APPLIANCE REBATES**

Not to exceed $500 total per year
Additional rebates are available for recycling working refrigerators, freezers, dehumidifiers, and room air-conditioners. See recycling flyer or call City Hall for more information (507-932-3020).

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>REBATE</th>
<th># OF UNITS</th>
<th>TOTAL REBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENERGY STAR® Refrigerators (7.75 cu. ft. or greater)</td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Compact Refrigerators (Less than 7.75 cu. ft.)</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Freezers</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Dishwashers</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Clothes Washers</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Clothes Dryers</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Room Air Conditioners</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Dehumidifiers</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENERGY STAR® Air Purifiers</td>
<td>$25</td>
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</table>

**OTHER REBATES**

*Not to exceed 50% of cost.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>REBATE</th>
<th># OF STRIPS</th>
<th>TOTAL REBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Saving Advanced Power Strips</td>
<td>$15 per strip</td>
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</table>

TOTAL REBATE (must be less than 50% of the total purchase cost)

QUESTIONS? CALL CITY HALL AT (507) 932-3020

ST. CHARLES, MN
This Agreement is between Semcac, a Community Action Agency and the City of St. Charles Electric Utility, a municipal electric company ("Company") that offers the Conservation Improvement Program (CIP) funding through its utility to assist with conservation of the energy source offered by Company.

WHEREAS, Semcac is a non-profit agency in the business of providing energy efficiency services to low-income residents of Minnesota; and the City of St. Charles Electric Utility.

WHEREAS, Semcac performs Weatherization services for low-income customers in Company’s service territory; and replaces existing inefficient room air conditioners, and/or refrigerators, clothes washers, and light emitting diode (LED) bulbs with new ENERGY STAR® rated appliances where needed.

WHEREAS, the Company and Semcac desire to contract for the performance of certain appliance replacement services in Minnesota by Semcac, as specified in Article I set forth below, and upon the terms and conditions of this Agreement (the "Services").

NOW THEREFORE, for the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

ARTICLES
I. Scope of Work

A. Introduction

Semcac will carry out the work described in Article I.C. Participants in Company’s Low-Income Program must receive their electric utility service exclusively from the Company and must meet the low-income eligibility as defined in the current Department of Energy State Plan ("State Plan") submitted by the State of Minnesota.

All Services will be in compliance with Federal Regulation 10 CFR 440 and any other applicable local, state and federal laws, rules or regulations. Semcac warrants and represents to the Company that the Services provided will be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the Services rendered, that the equipment supplied will meet the equipment and other specifications provided herein or by the Company, and the Services will be fit for the particular purpose intended by the Company, and be free from defects. Semcac will document all Services performed hereunder according to data collection requirements described in Article I.D.

B. Consumer Selection and Participation
1. Qualifying customers:

Qualifying low-income customers must reside in an owner-occupied residence or occupy a rental property and own the appliances.

2. The suggested order of ranking:

a. Owner-occupied residence
b. Consumers with highest electrical usage
c. Senior citizens over the age of 60
d. Handicapped consumers
e. Families with children under the age of six
f. Renters that own the appliances

Semcac will use its best efforts to prioritize those homes in the order they appear on the priority list; beginning with the top-ranked home, inasmuch is feasible and practical in Semcac’s reasonable judgment.

Semcac will also use its best efforts to prioritize by the following rank/order appliances to be replaced within the home when more than one Energy Efficiency Measure (EEM) is replaced:

a. Light Emitting Diode (LED) bulbs
b. Refrigerators
c. Room air conditioners
d. Clothes washers

C. Energy Efficiency Measures to be implemented

Semcac will ensure that the following Energy Efficiency Measures (“EEMs”) will be added to the Services performed, where applicable, feasible and allowed by the consumer. The Company will fund the cost of performing or installing these EEMs according to Article II of this Agreement.

a. Light Emitting Diode (LED) bulbs will be given to eligible participants who 1) receive electricity from the Company and 2) agree to have the LED installed in high usage areas (minimum average usage of 3 hours/day). Semcac will contact the Company or the Company to make arrangements for pick-up or delivery of the ENERGY STAR qualified LEDs to be installed at the consumer’s residence before purchasing them from a local distributor. The existing incandescent lights will be removed and properly recycled. This service will be done with the consumer’s knowledge.

b. Refrigerator Replacement (EEM)
A refrigerator will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working refrigerator removed and properly recycled by a contractor, and 3) agree to have the new refrigerator professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR rated refrigerator to be installed at the consumer’s residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer’s knowledge.

c. Room Air Conditioner (RAC) Replacement (EEM)
A room air conditioner will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working room air conditioner(s) removed and properly recycled by a contractor, and 3) agree to have the equipment professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR room air conditioner to be installed at the consumer’s residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. Up to two room air conditioners will be replaced per household. This service will be done with the consumer’s knowledge.

d. Clothes Washer Replacement (EEM)
A clothes washer will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working clothes washer removed and properly recycled by a contractor, and 3) agree to have the new clothes washer professionally installed by a contractor. Semcac will work with a local distributor to obtain the best price for an ENERGY STAR rated and Consortium for Energy Efficiency (CEE) Tier 3 model clothes washer to be placed in the consumer’s residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer’s knowledge.

e. Eligible Weatherization Activities. The weatherization work under this program will be in accordance with the applicable federal and state guidelines for site-built houses and mobile homes in effect from time to time during this Agreement. Only work deemed cost-effective under the guidelines is to be performed. MMBTU savings are required for each energy conservation measure.

The following weatherization measures are eligible UW Activities:

a. Hot water pipe insulation
b. Wall insulation
c. Attic insulation
d. Foundation insulation
f. Rim joist insulation
g. Air Infiltration reduction
h. Mechanical replacements (central home heating equipment, water heater replacement, set back thermostats)
i. Pressure balancing of floor, belly, and foundation measures (insulate tuck-under garages, foundations, crawl spaces, and rim joist areas)
j. Water heating improvements (low flow showerhead, faucet aerators, pipe wrap, temperature set back, drain water heat recovery unit)
k. Glass/window replacement if cost effective and if prime (existing) window(s) are not repairable

Use Minnesota Department of Commerce Approved Tool. A standardized National Energy Audit Tool (NEAT), Mobile Home Energy Audit (MHEA), currently known as the Weatherization Assistant (WA) is required for each selected dwelling to identify specific direct-impact weatherization measures to be installed. An MMBTU savings is required for all energy conservation measures.

D. Data Collection

Semcac will provide the data necessary to evaluate the annual energy saved, the peak demand reduced, and the cost to obtain those savings and reductions. This will include all receipts/purchase orders of the measures/equipment paid for by Semcac and those paid for by the Company. Semcac will provide survey data of homes with potential appliances to be replaced in the future. Semcac will supply reasonable requests for data from the Company in a reasonable time.

Existing appliances should be a minimum of ten (10) years old and in working condition to qualify for replacement, and be recycled in compliance with all environmental regulations. Semcac will provide replacement appliance age(s) to confirm that old equipment qualifies for replacement. Auditor will have the discretion whether old appliances are to be replaced based on a) visual observation of the particular unit, b) the model number of the appliance, c) use of National Energy Audit Tool (NEAT) software or d) data-logger.

II. Compensation

A. The Company will fund according to Table A below for the period from January 1, 2019 to December 31, 2019. Semcac will verify funds are available prior to proceeding with the project.

<table>
<thead>
<tr>
<th>Member Utility</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Charles Public Utility</td>
<td>$3,100</td>
</tr>
</tbody>
</table>
a. There is a maximum of five (5) EEM measures per customer.
b. Member utility cost to be itemized to show administrative charges, equipment cost, recycling/disposal fee, and other costs.
c. Administration fees to be a $50 minimum and not to exceed 15% of Member utility cost for each customer.
d. Semcac to provide description of Services performed and measures installed.
e. Funding not to exceed budgeted amount per utility without prior approval by Member utility.
f. Semcac to administer all transactions including purchase of appliances.

B. Energy Efficiency Measure Requirements

1. Light Emitting Diode (LED) bulbs Requirements:
   a. ENERGY STAR rated LED bulbs to be placed in high usage areas of owner-occupied residence (minimum average usage of 3 hours/day.)
   b. Replace and recycle a minimum of four (4) and maximum of ten (10) incandescent light bulbs. Replacement wattage is typically as follows:

<table>
<thead>
<tr>
<th>Incandescent Bulbs</th>
<th>Minimum Light Output</th>
<th>Light Emitting Diodes (LED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watts</td>
<td>Lumens</td>
<td>Watts</td>
</tr>
<tr>
<td>40</td>
<td>450</td>
<td>4-5</td>
</tr>
<tr>
<td>60</td>
<td>800</td>
<td>6-8</td>
</tr>
<tr>
<td>75</td>
<td>1100</td>
<td>9-13</td>
</tr>
<tr>
<td>100</td>
<td>1600</td>
<td>16-20</td>
</tr>
<tr>
<td>150</td>
<td>2600</td>
<td>25-25</td>
</tr>
</tbody>
</table>

   c. Contact the Company to make arrangements for pick-up or delivery of LEDs before purchasing LEDs from local distributor.
   d. Maximum $7 per LED, not to exceed actual purchase price, up to a maximum amount of $70 per household (maximum 10 LEDs).

   Annual Energy Savings = LED Wattage x 3 x 840 hours/year
   Annual Bill Reduction = Annual Energy Savings x $0.12/kWh

   Savings Example:
   ENERGY STAR LED: [Calculation]
   Incandescent Bulb: [Calculation]
3 x 20 Watts x 840 hours/year
= 50 kWh x $0.12/kWh
= $6.00/year cost to operate

3 x 100 Watts x 840 hours/year
= 252 kWh x $0.12/kWh
= $30.24/year cost to operate

Savings: $24.24/year or 202 kWh

2. Refrigerator Requirements:
   a. Replacement of refrigerator, for owner-occupied residences or renters that own the appliances, that are at least ten (10) years old and in working condition.
   b. New refrigerator must be ENERGY STAR rated of equal or lesser size.
   c. Replaced refrigerator must be recycled in compliance with all environmental regulations.
   d. $800 maximum amount for refrigerator replacement including administrative charges, appliance cost, recycling fee, and other costs. Maximum amount may only be exceeded with written approval by Company.

   Annual Energy Savings: 372 kWh
   Annual Bill Reduction: 372 kWh x $0.10/kWh = $37.20

   (Data Source: MN Department of Commerce – Division of Energy Resources)

3. Room Air Conditioner (RAC) Requirements:
   a. Replacement room air conditioners must be for owner-occupied residences or renters that own the appliances.
   b. Old room air conditioner must be at least 10 years old and in working condition.
   c. New room air conditioners must be ENERGY STAR rated.
   d. Limit of two room air conditioners will be replaced per household.
   e. $500 maximum amount for each room air conditioner replacement including administrative charges, equipment cost, recycling fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
   f. Replaced RAC must be recycled in compliance with all environmental regulations.

   RAC w/louvered sides Energy Savings: 90 kWh
   Annual Bill Reduction: 90 kWh x $0.10/kWh = $9.00

   RAC w/o louvered sides Energy Savings: 68 kWh
   Annual Bill Reduction: 68 kWh x $0.10/kWh = $6.80

   (Data Sources: MN Department of Commerce – Division of Energy Resources)
5. Clothes Washer Requirements:
   a. Replacement of clothes washer must be for owner-occupied residences or renters that own the appliances.
   b. Old clothes washer must be at least ten (10) years old and in working condition.
   c. New clothes washer must be ENERGY STAR rated and a Consortium for Energy Efficiency (CEE) Tier 3 model. The list is updated monthly and can be found at [http://www.cee1.org/resid/seha/rwsh/rwsh-main.php3](http://www.cee1.org/resid/seha/rwsh/rwsh-main.php3).
   d. $800 maximum amount for each CEE Tier 3 clothes washer replacement including administrative charges, appliance cost, recycling/disposal fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
   e. Use Appendix A for referencing serial numbers of major appliance brands to determine ages.

   **CEE Tier 3**
   (Annual Water Savings = 6,542 gallons)

   Energy Savings (with gas water heater): **105 kWh**
   Annual Bill Reduction = 105 kWh x $0.10/kWh = $10.50

   Energy Savings (with electric water heater): **272 kWh**
   Annual Bill Reduction = 272 kWh x $0.10/kWh = $27.20

   (Data Source: MN Department of Commerce – Division of Energy Resources)

C. Method of Payment

The Company will “forward-fund” Semcac the annual amount ($3,100.00) and receive monthly invoices itemizing materials, labor and supplies used on the Project. Copies of receipts/purchase orders will also be provided to verify the costs of the Services actually completed. Each invoice will itemize any applicable sales and/or use taxes. **Invoices, receipts/purchase orders and data collection reports will be sent to the Company’s contact person in Table A.** any unused Company funds will be returned to the Company no later than December 31, 2019. The last invoices, receipts/purchase orders and data collection reports must be received by the Company no later than December 16, 2019.

D. Right to Audit

The Company has the right to review, audit and verify any information connected with this Agreement at Semcac’s regular place of business during normal business
hours. Member utility has the right to conduct on-site inspections to verify Services performed and measures installed.

III. Termination

This Agreement will terminate on December 31, 2019; however, all Parties have the right to terminate this Agreement upon thirty (30) days written notice if Semcac’s performance is not satisfactory to Company, or if the Company and Semcac are unable to agree on amendments to the Agreement. Upon notice of termination Semcac will not begin work on any additional homes and will confer with Company as to the status of homes currently receiving Services. Semcac will bill the Company after the in-progress Services have been completed.

IV. Indemnification

Semcac, for itself and the parties Semcac contracts with, agrees to assume all risk of loss and to defend, indemnify and hold the Company, its officers, employees and agents harmless against any and all claims, liabilities, damages, losses, costs or expenses of whatever nature or character for all injuries or damage of any type to any person or property, including injuries or damage of third parties or employees of both parties and employees of or the parties Semcac contracts with pursuant to this Agreement, occasioned wholly or in part by any act or omission of Semcac, and the parties Semcac contracts with pursuant to this Agreement or of anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, resulting from or arising out of the referred Services, or any of the activities of Semcac, and the parties Semcac contracts with pursuant to this Agreement, whether or not such injuries or damage are occasioned in part by Company, its officers, employees or agents.

V. Insurance

Semcac will provide and maintain Public Liability and Property Damage Insurance so as to provide protection and indemnification against any and all such claims or suits in connection with the Services performed pursuant to this Agreement. Upon request, Semcac will furnish to the Company certificates issued by insurance companies showing policies carried and the coverage limits. Coverage must be in accordance with Minnesota Statutes Chapter 466 and to the extent of other statutory law (i.e. Workers’ Compensation).

VI. Independent Contractor

Semcac agrees that it is an independent contractor and will be at all times solely responsible for itself, as well as its employees, agents, and subcontractors as to workmanship, accidents, injuries, wages, supervision and control. The Company
will exercise only limited supervision of the Services in order to keep itself informed as to the progress thereof. This Agreement may not be altered in any manner so as to change the relationship of Semcac from that of independent contractor or to alter Semcac’s responsibilities, except as required under Article II.F.

VII. Laws

This Agreement will be governed by the laws of the State of Minnesota and venue will be in Winona County, Minnesota. Contractor’s obligation to perform under this Agreement will remain in effect during the resolution of disputes.

VIII. Amendments

This Agreement contains the entire understanding between the parties and any amendments/waivers must be in writing and signed by both parties. Semcac would like to hold this contract with any/all utilities companies that wish to partner with Semcac and amendments can be done per job when needed.

Semcac

Wayne D. Stenberg
Executive Director

Date

City of St. Charles

John Schaber
Mayor

Date

Nick Koverman
City Administrator

Date
General Electric Appliances

This information is provided to assist in finding the manufacturing date of GE (USA) built appliances. GE makes Hotpoint, GE and the American RCA.

The date code is in the letters on your serial number.

Example serial number: LT221102

LT221102 - L = month - June

LT221102 - T = year 1986 or 1998

LT was built June 1998 or June 1986

Date codes - First letter is the month and the second letter is the year.

A = January  D = February  F = March  G = April  H = May  L = June  M = July  R =

2001  D = 1990 & 2002

This information is provided to assist in finding the manufacturing date of GE (Canadian - Cameo) built appliance. Cameo makes Hotpoint, GE Moffat and McClary.

The date code is in the letters on your serial number.

Example serial number: MS731902A

The first 2 letters show the manufacturing date.

MS731902A shows the month made - July

MS731902A shows the year made - 1997

The above appliance with serial # MS731902A was made in July 1997.

January  D = 2002 and February  F = 2003 and March  G = 2004 and April
**Frigidaire Appliances**

This information is provided to assist in finding the *manufacturing date* of Frigidaire. Frigidaire makes White/Westinghouse, Tappan, Frigidaire, and Kelvinator.

Example serial number:

NF11910958 = NF( where the product was made)

NF11910958 - 1 = made in 2001

NF11910958 - 19 = 19th week in that year

This washer looks to be made in April of 2001

Example #2 serial number:

LA84501552

LA84501552 = year, this could be 1988 or 1998. If the appliance looks 10 years old it is probably 1988. If the appliance only looks to be a couple of years old, probably 1998 is more likely.

LA84501552 - 45 = 45th week of either 1998 or 1988

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**Kitchen Aid Appliances**

This information is provided to assist in finding the *manufacturing date* of Kitchen Aid.

The serial numbers and letters from your *model/serial tag*, are required.

I have only a little information on the KA date codes:

Serial example - XL1601009

2001, the 16th week

1st # is factory where the product was made.
2nd # is the year (J = 1999, K = 2000, L = 2001, M = 2002, N = 2003, etc)
3rd & 4th #’s = week produced
Maytag Appliances

This information is provided to assist in finding the manufacturing date of your Maytag built appliance. Maytag owns Maytag, Jenn-Air, MagicChef.

Example serial number: 15114672UY

15114672UY - UY is the date code. The first letter is the year - U = 1998. The second letter is the month - Y = November. This appliance was made November of 1998.

First letter is the year, second letter is the month.

Whirlpool Appliances

This information is provided to assist in finding the manufacturing date of Whirlpool built appliances.

The date code is in the letter on your model number.

Example model numbers: LRS6233BW1= 1994 or SF367PEYW1= 1992 or LE6685XPW1= 1985 or ET22PKXXW0= 1991 or EV150CXKW0 = 1982

Date: February 22, 2019  Requested Council Date: February 22, 2019

Originating Department: POLICE

Council Action Requested: Approval/promotion of Casey McCready to Full-time Police Officer

Background Information: On Thursday afternoon February 14th, Chief Ken Frank, Administrator Nick Koverman and Officer Robbie Floerke interviewed 4 perspective candidates to fill the vacant police officer position within the department. A total of eight applications were received. The consensus of the panel was to recommend the promotion of Officer McCready to the fulltime position.

Officer McCready began employment as a part-time Officer with this department on Feb 17, 2017. In addition to working with this agency he has been employed by the Preston and Chatfield Police Departments and the Winona County Sheriff’s Office. During these past two years he had gained a lot of experience and has regularly attended trainings that have improved his skills as a law enforcement officer.

Casey has worked hard for this promotion and has received very good internal reviews. The feedback I have received from the citizens of this community, other city and public employees and fellow officers has been very positive.

We would recommend this promotion of Officer McCready to this fulltime position effective February 24th.

**It is recommended the fulltime date be the 24th because this is the beginning of a new pay period and because of sick leave and time off currently being used by other department personnel he is already scheduled 80hrs during this current payperiod.**
A Resolution Adopting The Winona County All-Hazard Mitigation Plan

WHEREAS, the City of St. Charles has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Winona County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Winona County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Winona County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Winona County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Winona County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan;

NOW, THEREFORE, BE IT RESOLVED that the City of St. Charles supports the hazard mitigation planning effort and wishes to adopt the Winona County All-Hazard Mitigation Plan.

Adopted by the Council of the city of St. Charles, Minnesota this 26th day of February, 2019.

Attest:

John Schaber, Mayor

Nick Koverman, City Administrator
A Resolution Requesting Funding Support for the Twin Cities-Milwaukee-Chicago Second Train

WHEREAS, the Twin Cities-Milwaukee-Chicago Second Train Passenger Rail Study completed the alternatives analysis and modeling for introducing a second daily train between the Twin Cities, Milwaukee and Chicago at speeds up to 79 miles per hour in December 2018; and

WHEREAS, the Twin Cities-Milwaukee-Chicago Second Train Passenger Rail Study identified approximately $38 million in track and signal improvements in and near Winona, Minnesota, and

WHEREAS, passenger trains would utilize the existing Amtrak Empire Builder corridor from Saint Paul, MN to Chicago, IL with Minnesota station stops at Union Depot in Saint Paul, red Wing and Winona; and

WHEREAS, a second round-trip passenger train from the Twin Cities to Chicago will benefit Minnesota’s economy by supporting and creating jobs, increasing tourism and providing a more economical travel choice; and

WHEREAS, freight railroads will benefit from the capital improvements needed for the Twin Cities-Milwaukee-Chicago Second Train. Crossing improvements will make auto and truck travel safer; and

WHEREAS, MnDOT has requested $4 million in Governor Walz’s capital funding request to the legislature to complete the environmental analysis, service development plan and final engineering.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Charles supports funding for the Twin Cities-Milwaukee-Chicago Second Train, and requests that Governor Walz include the $4 million request from the MnDOT Passenger Rail Office in his capital funding request to the Minnesota Legislature.

Adopted by the Council of the City of St. Charles, Minnesota this 26th day of February, 2019.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator
ASSESSMENT NOTICE

This may affect your 2020 property taxes.

NOTICE IS HEREBY GIVEN that the Board of Appeal & Equalization for the City of St. Charles, Winona County, Minnesota, will meet on Wednesday the 10th day of April, 2019 at 7:00 p.m. at your city hall. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor’s office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local Board of Appeal and Equalization. The board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the county board of Appeal and Equalization.

Given under my hand this 13th day of February 2019.

Clerk